

DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK 330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110-3514

MNPF-SS 25 January 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DA Form 4610-R, Equipment Changes in TDA, Letter of Instruction (LOI)

1. References:

- a. Memorandum, NGB-ARF, subject: New Automated FMSWeb DA4610-R Tool, 21May07.
- b. AR 71-32, Force Development and Documentation-Consolidated Policies.
- 2. IAW references above, a DA Form 4610-R must be submitted to add or delete TDA LINs authorized in Chapter 2 or 6 in the SB 700-20 and/or to retain excess LINs already on-hand. We utilize these to justify retention of excess in the NGB Excess Report.
- 3. This regulatory requirement is a Command Logistics Review Team (CLRT) and Inspector General (IG) inspectable item. The DA Form 4610-R must be filled out completely as per instructions in Appendix A and emailed to the undersigned for review and approval. We will then forward with approval endorsement to the Force Integration Readiness Officer (FIRO) for input into FMSWeb.
- a. Appendix A attached lists the step-by-step instructions for units to follow to correctly complete the DA 4610-R.
 - b. Appendix B attached is a blank DA 4610-R.
 - c. Appendix C attached is a Tactical Wheeled Vehicle Justification Questionnaire.
- 4. POC for this office is the undersigned, DSN 489-3700 or coml. (518) 272-3700, email deborah.m.holser.civ@mail.mil.

FOR THE USP&FO for New York:

Encl

DEBORAH M. HOLSER Supply Management Officer

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